

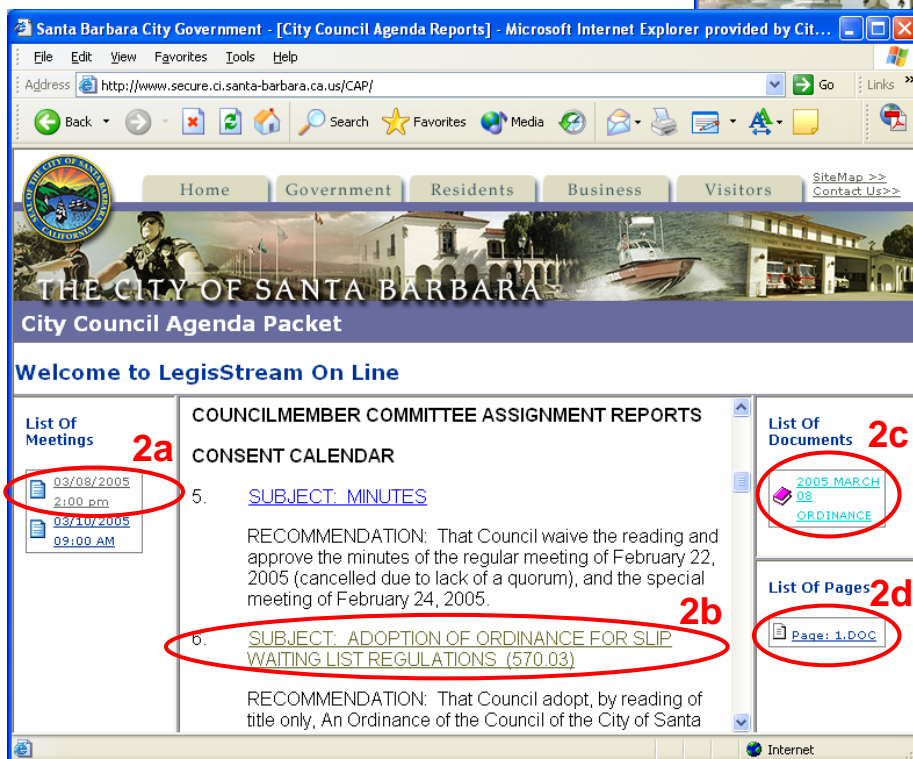
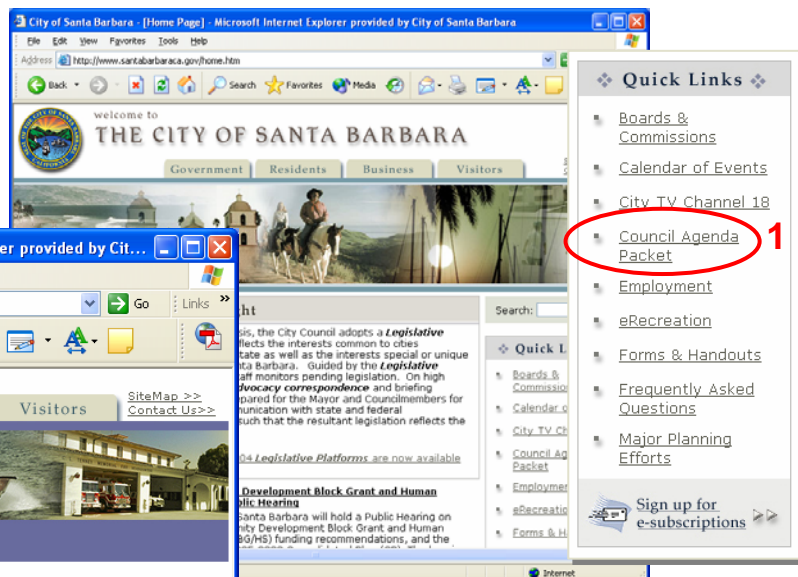
Electronic Council Agenda Packet

1-2-3-4

LegisStream™ is the City's automated agenda management system. The City Clerk's Office publishes the Council Agenda Packet consisting of the Agenda, staff reports, and associated attachments.

1. Open MS Internet Explorer

Click "**Council Agenda Packet**" from the Quick Selections on the right side of the page.



2. From the City Council Agenda Packet page:

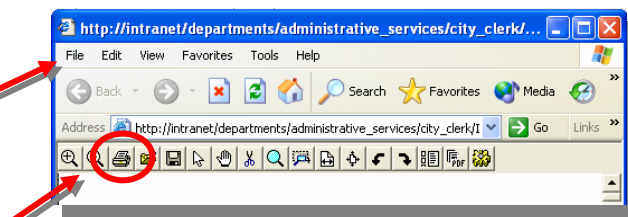
- Make a selection from "List of Meetings";
- Select the Agenda item you wish to view;
- Select the Document from "List of Documents" you would like to view; and
- Select the Pages you would like to view. (See #3 for details.)

3. View Page

- LegisStream* displays documents in a variety of formats including, but not limited to, Microsoft Word, Excel, and PowerPoint, and Tagged Image File Format (.TIFF or .TIF) images. If you do not have a .TIFF viewer and you are using a Microsoft Windows operating system, the City of Santa Barbara can provide you with a *free* .TIFF viewer.
- For information on downloading and installing the free viewer, *Tiff Surf*, see item 2 on the *Frequently Asked Questions (FAQ) Page*, "What do I need to view the Council Agenda Packet electronically?" You will find FAQ links on the main City Council Agendas page and the top right of the Council Agenda Packet page.

4. Print Page

- Most documents can be printed using the browser's print function (File, Print).
- To print .tiff images, use the .TIFF viewer's print function. (The image displayed shows the City's .TIFF viewer, *Tiff Surf*.)



If you have any questions or comments, please contact the City Clerk's Office at CMRodriguez@SantaBarbaraCA.gov or (805) 564-5309.